



CONTRA COSTA COLLEGE

Distance Education Committee

Meeting Minutes

Date: Dec. 10, 2021

Time: 10am-12pm

Location: [Zoom](#)

Voting Members

Chairperson: Maritez Apigo

LA Division: Carlos-Manuel Chavarria, Brandon Marshall, Lauren Nahas

Alternates: Anthony Gordon, Erica Watson

NSAS Division: Jennifer Ounjian, Monica Landeros, Kristin Lassonde

Alternates: Francis Reyes, Bashir Shah

AACE Division: Jessica Le, Michele Redlo, Laura Lozano

Alternates: None

SS Division: Dionne Perez, Kelley Cadungug, Sarah Boland

Alternates: None

Voting Members absent: Carlos-Manuel Chavarria, Lauren Nahas, Jennifer Ounjian, Bashir Shah, Dionne Perez

Non-Voting Members

Students: Maha Ghafoor, Meghan Yarnold

IT Manager/Canvas Administrator: James Eystone

Managers: Jason Berner, Sue Abe

Classified: Karen Ruskowski

Accessibility Specialist: Liesl Boswell

Non-Voting Members absent: Maha Ghafoor, Meghan Yarnold

Welcome! Agreement: We uphold a safe space for our student committee members.

Guests: Brandy Gibson, Sandra Moore, TJ Bansal

Approval of agenda and confirm voting positions Anthony motioned to approve the agenda and confirmed voting positions; Brandon seconded; all in favor.

Approval of the Nov. 12, 2021 meeting minutes Brandon motioned to approve the minutes; Anthony seconded; all in favor; Jessica abstains.

Public comments There were no public comments.

Curriculum and Instruction Committee Updates Anthony reported that the CIC had their last meeting for the semester. They are on top of everything and are now having Tech Review meetings weekly. There will be a flex offering on Jan 19 on course creation. Karen said, when asked, that the approval process for OER is the same as for a regular text.

Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee Updates Maritez is super excited with faculty enthusiasm about changing to ZTC. There are 29 faculty engaged in OER and ZTC projects this fall. \$162,863 is the current student savings per semester. There is a new student-facing [“ZTC Classes” webpage](#) accessible under “Classes” on the CCC homepage. OER and ZTC are also being blasted out on social media: Instagram, Twitter, and Facebook. *Equity from the Start: A Region OER and ZTC Symposium* is on Fri. Feb. 11, 9am-12pm, which will overlap with the DE committee meeting. Brandon spoke about the faculty-facing webpage which is a 3-page mini website that explains what OER and ZTC is, provides faculty resources, and FAQs. It was suggested to add a list of the current ZTC courses to website so faculty can see what other faculty are doing. Success data can also be presented to show how this also shows community involvement. Kelley asked if instead of a whole, if the student savings can be tracked further as to savings for each class. Brandon said it can be done. Kelley also suggested a “leaderboard” as a recognition swag. Maritez said that Romus was working on the swag awards. Erica suggested putting something on the website to remind

faculty to check the OER repositories. Maritez said that our OER librarian, Lori Brown, stays on top of that issue. Brandon asked for 1 to 3-minute testimonial videos, as to how OER/ZTC has affected your teaching, to include on the faculty-facing website.

Student Resources

Update from student committee members Meaghan and Maha were not in attendance today. Maritez would like to hear what Canvas training items would be good for students taking their first online class. She would like to gain student feedback on the proposal to integrate some of the “Passport to Canvas” training into *Quest for Online Success*. At this point, it is very basic information. She suggested building out that section of Quest to make it more robust on the Canvas training. Maritez reviewed the “Passport to Canvas” webpage with the committee. Brandy said that at their last tutor training, they talked about what workshops students need, and the students brainstormed on what they wanted to have covered and would like to invite Maritez to one of their training meetings. Sarah and Erica don’t care for the City Stops. They think they’re confusing.

Faculty Professional Development

DE Spring Summit on Jan. 18, 2022, 9am-2pm

- An Equity-Minded Semester Start presented by Monica.
- OER and ZTC Grant \$\$\$ for Faculty and Departments presented by Maritez and Lori.
- PlayPosit for Video Interactivity and More presented by Brandon.
- DE Town Hall presented by DE Team.
- Join Our POCR (Peer Online Course Review) Program presented by Sarah.

Feedback on online classes from tutors Brandy said they are doing canvas training and going over canvas basics online workshops, and in-person drop in hours. Faculty need training on how to set up their courses to make it easier for students to navigate, and training on active engagement strategies in asynchronous instruction. Gradebook access by tutors or TAs was removed and they would like the DE to speak to the district about this. Maritez said that DE has had training this year on Increasing Engagement in Zoom. The TA role change to add access to gradebook to see if students are missing assignments or may need notes or help if absent. Maritez will add to the next agenda for vote and then take it to the district-wide DE Council since it will be a district change. Student TA role is configured just like the regular TA role. James said the district did create those new roles. We have local control over these settings so we can make those changes. Good news!

Spring DE PD Planning Maritez asked the committee what sessions would be good and to send ideas her way.

Accessibility Update Liesl said that some of their pressure points included videos during accessibility evaluations, and is super happy that they will be using PlayPosit, which includes closed caption, and will streamline everything. We do need a better overall course accessibility checker (Pope Tech). Branden suggested a PlayPosit Accessibility workshop in the Spring.

POCR Program update and changes to Districtwide POCR Reviews – Sarah recapped what they did in Fall. She said there were six mentees and five mentors participating in the POCR program this semester. There are two new mentors who completed the training this summer and will join the mentoring team in the Spring. They are recruiting new mentees for the spring to have their courses aligned with the CTC/OEI and the Peralta Equity Rubric, which is newly included this year. Working with Liesl and her Accessibility workshops, which new mentees must receive training. Flex meetings have been set for Thursdays in the Spring from 1-3p.m. After courses are reviewed locally, they are reviewed by a district-wide review team, made up from a reviewer from each college. During COVID, they got backlogged so instead of reviewing one course per week, they’ll be reviewing two courses per college per week. Brandon asked if there could be a Guidance for faculty who have already gone through the process and have multiple courses to align. Sarah said that it is something she’s been brainstorming with Maritez, She’s hoping that by Fall 22, a plan will be in place, at least at the local level. Eligibility to enter the program is that the person would have taught the course for three semesters. It’s a big time commitment, and there is compensation.

Update on Y.E.S./Your Equity Squad: Diversity, Equity, Inclusion, and Antiracism in Online Teaching Community of Practice – Maritez said they have finished reading, Zaretta Hammond’s Culturally Responsive

Teaching and the Brain this Fall and in Spring will begin fine-tuning the implementation of their projects and will be sharing the transformation that happens in the Social Justice Pedagogy Conference scheduled for March 18. **4CD's BEOI and BEHI Course Offerings Jan. 3-28, 2022**

- \$700 stipends extended through spring 2022 for 4CD's BEOI (Becoming an Effective Online Instructor) course
- UF is still suspending the training requirement through Spring 2022.
- Article 27 of the UF contract will be reinstated fall 2022
- For BEHI (Becoming an Effective Hybrid Instructor), no stipends approved by UF yet but working on it
- So far, about 1,200 out of 1,700 faculty districtwide have completed BEOI

Technology

Canvas "Display Names Change" The option is now live. Today, Maritez would like the committee to finalize the draft [Guidance on Student Display Name Changes in Canvas](#). Students and faculty will be able to change names on Canvas. Maritez reviewed the guidance with the committee. Sarah said that there is a "Preferred Name" change form available that can be used to change a student's name on the roster, or anyone's across the district. Monica motioned to finalize the guidance; Brandon seconded; all in favor; no abstentions. Maritez will take it to the ASC for approval.

Zoom Recording Storage Our district is at 13.41 TB which is 939% over the allocation, so delete unnecessary Zoom recordings should be deleted.

STAC (System-wide Technology Access Collaborative) orders will be placed in spring. CCCCCO's funding of Canvas Studio is set to expire on June 30, 2022, and the Chancellor's Office will not continue funding Canvas Studio, so the three colleges will have to fund it themselves. Michele asked if PlayPosit could replace Canvas Studio. Maritez said that it could and since PlayPosit is free, feasibly, it would never go away.

Tableau Data - [Spring 2021 student survey data on Modality Preferences](#) which was a survey given to students to ask which modality they prefer. They are offering this student survey again at the start of Spring 2022. The latest data was that CCC students prefer 12% on-campus classes, 14% hybrid classes, 27% Zoom synchronous classes, and 47% asynchronous online classes on Canvas. Surveys have been done for the last couple years and can be accessed through the link above.

District DE Strategic Planning

The [current District DE Strategic Plan](#) expires this academic year. There was a District DE Strategic Planning Town Hall on Nov. 18 for comments and suggestions on the draft District Distance Education Strategic Plan goals, objectives, and action steps. You can still provide input [asynchronously in Canvas](#) if you missed it. In the Spring they will continue working on the draft.

Appreciations Maritez appreciated Dean Berner for his time served on the committee and appreciates Sandra Moore for filling the dean position on this committee for next semester. Brandon appreciates the DE Team, Monica and Sarah, for their help. Erica appreciates Maritez for her leadership. Maritez appreciates the DE Team members.

Adjournment The meeting adjourned at 12pm. The first DE Committee meeting of Spring 2022 is on Friday, Feb. 11, 10am-12pm.

Submitted by,
Lynette Kral
Academic Senate Office